

TAB D-7: SUPPLY		
	ITEM	REFERENCE
1.	<u>MANAGEMENT</u> a. Has a supply officer (LGS) been assigned in writing (e.g., CAPF 2a, PA, letter) and properly submitted? <ul style="list-style-type: none"> Was a transfer of property statement accomplished when the change of supply officer occurred? b. Have procedures been established to recover property from members who terminate membership in CAP or transfer to another unit? c. If efforts fail to recover property is the Wing Commander requested to initiate a Report of Survey investigation?	CAPR 67-1 Para 3-2 CAPR 67-1 Para 3-2b CAPR 67-1 Para 3-7d(2) CAPR 67-1 Para 4-8c
2.	<u>FILES AND REPORTING</u> a. Have the required files been established to maintain accountability of CAP property? b. Is a CAPF 38, "Property Document Register", being used to record all transactions? 1) Is a new CAPF 38 Register started each January 1? 2) Are document control numbers properly constructed and assigned? c. Are expendable property files established for filing of CAPFs 37 and 111 for receipts, issues and disposal documentation? d. Does the non-expendable property file contain copies of CAPF 37 or DD Forms 1348-1A as appropriate until the changes are reflected on the next unit property inventory (S-3)? <ul style="list-style-type: none"> Is the Transaction Register (TR) kept with the S-3? e. Is the S-3 reviewed upon receipt and processed as required for the annual inventory? f. Has a Unit Requirements (Want) List been submitted on time? <ul style="list-style-type: none"> When and to who was it submitted? g. Are expendable issues to unit members	CAPR 67-1 Para 2-1 CAPR 67-1 Para 2-1a CAPR 67-1 Para 3-4 CAPR 67-1 Para 2-1d CAPR 67-1 Para 2-1b CAPR 67-1 Para 2-1c CAPR 67-1 Para 3-12c and 3-12d CAPR 67-1 Para 3-5 as amended by the Wing CAPR 67-1 Para 3-3b

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	being documented on CAPF 111? 1) Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually between 1 January and 15 April? 2) Is a separate folder established for each individual or agency to whom non-expendable property has been issued?	and 3-7b CAPR 67-1 Para 3-7d CAPR 67-1 Para 2-3a
3.	<u>PROPERTY RECEIPT PROCEDURES</u> <ul style="list-style-type: none">Are commercially procured and donated items properly identified on CAPFs 37?	CAPR 67-1 Para 3-6c and 3-6d
4.	<u>PROPERTY DISPOSAL</u> If property is lost, stolen, damaged or destroyed is the Wing Commander requested to initiate a Report of Survey investigation?	CAPR 67-1 Para 4-8c
5.	<u>OTHER SUPPLY PROCEDURES</u> <ul style="list-style-type: none">Does the supply officer ensure that property is safely stored and protected from the elements to prevent deterioration?	